

	Exemplary 10	Outstanding 8.5	Excellent 7.5	Very Good 6.5	Good 5.5	Average 4.5	Poor 3	Very poor 1.5	No attempt 0	
Presentation 10%	Excellent presentation, carefully formatted and well signposted so easy to scan. Good use of white space and appropriate fonts. Flawless spelling and grammar throughout.	Very clear presentation, carefully formatted and well signposted so easy to scan. Good use of white space and appropriate fonts. Excellent spelling and grammar throughout.	2 pages in length, very clear presentation, carefully formatted and well signposted so easy to scan. Good use of white space and appropriate fonts. Excellent spelling and grammar throughout.	2 pages in length, formatted consistently. Can be scanned, but some key details may still be hidden in blocks of text. Grammar may be weak in places.	2 pages in length, formatted consistently. Can be scanned, but some key details may still be hidden in blocks of text. Grammar may be weak in places.	Within 2 page limit, or only slightly over mostly formatted consistently, not likely to be easy to scan. Grammar likely to be weak.	Likely to be on a single page, or excessively over 2 page limit either with excessive white space, or very difficult to scan for details. May be a jumble of fonts, and generally inconsistent formatting. Some spelling mistakes and poor grammar throughout	Likely to be very brief, and very poorly formatted. Spelling mistakes and poor grammar throughout.	No CV submitted	Presentation 10%
Cover letter 20%	A properly structured cover letter. The content should highlight and expand on key details from the CV and relevance to the job description. This should clearly show and understanding of the employer and how they would fit in and develop in the role. The written English should be flawless.	A properly structured cover letter. The content should highlight and expand on key details from the CV and relevance to the job description. This should so insight into the employers work and how they could fit in. The written English should be of an excellent quality.	A properly structured cover letter. The content should highlight and expand on key details from the CV and relevance to the job description. There should be some indication of insight into the employers work. The written English should be of a good quality.	A properly structured cover letter. The content should highlight and expand on key details from the CV and be tuned towards the job description. The written English should be of a good quality.	Formatted correctly as a letter with senders and receivers address, appropriate salutation and signature. The content should expand on some details from the CV, but may or may not be tuned towards the target job description. The letter should be appropriately structured with good quality English.	Mostly formatted correctly as a letter with senders and receivers address, appropriate salutation and signature. The content may still be brief or not give much detail, and not tuned towards the target job description. The grammar may still be weak in places.	Likely to be brief. Not formatted as a letter missing one or both addresses, salutations and signatures. Poor quality written English.	Likely to be very brief. Not formatted as a letter with addresses, salutations and signatures. Very poor quality written English.	No cover letter submitted	Cover letter 20%
Profile 10%	A really concise, clear and unique profile that makes you stand out for the specific job applied for. The written English will be flawless.	A concise profile, that is clear and unique. The profile will be targeted at the job description to help you stand out and will have excellent written English.	A concise profile that is unique and clearly targeted at the job applied for. Excellent written English	A reasonably concise profile that is unique and at least partly targeted at the job description. Good quality written English.	A reasonably concise profile, that is generally unique but not necessarily targeted at the job.	A profile that is significantly over or under the 3-4 line target. It is generally unique but not necessarily targeted at the job. Possibly weak grammar in places	A generic profile that says nothing unique about you. This will not be targeted at a particular job, and the quality of the written English is likely to be poor.	A very brief, poorly written profile that is not targeted at a particular job and adds little to the CV.	No profile included on CV	Profile 10%
Skills and Achievements 20%	There will be a comprehensive set of skills and achievements that are easy to identify, covering both technical and interpersonal skills. This will be targeted at the job description. They will indicate level of skill and give clear evidence to support each one. The written English will be flawless.	There will be a clear set of skills and achievements that are easy to identify, covering both technical and interpersonal skills. They may indicate level of skill and give evidence to support each one. The written English will be excellent.	There will be a clear set of skills and achievements that are easy to identify, covering both technical and interpersonal skills. They may indicate level of skill and give evidence to support each one. The written English will be very good.	There will be a clear set of skills and achievements that are easy to identify, covering both technical and interpersonal skills. They may not indicate level of skill but will give suitable evidence to support each one. The grammar may be weak in places	A list of skills and achievements that cover technical and inter-personal skills. The technical skills will include appropriate programming skills from first year CS. Each skill will be evidenced, although likely to be brief and possibly generic.	Likely to be a brief list that misses some key technical and/or inter-personal skills. There may be some brief evidencing of skills for some of those listed.	Likely to be a generic brief list that misses many technical and/or inter-personal skills. Unlikely to be any evidencing of skills.	No skills listed, or only very generic brief list.	No skills or achievements included on CV	Skills and Achievements 20%
Education 20%	In reverse chronological order, listing degree, A-levels and GCSEs or equivalent focusing on relevance to job description. Grades will be given, and detailed but concise breakdown of degree that is likely to be targeted at the job description. I.e. identifying key topics relevant to role, and indicating marks for those topics. Where appropriate, links to example work on those topics may be provided.	In reverse chronological order, listing degree, A-levels and GCSEs or equivalent. Grades will be given, and detailed but concise breakdown of degree that is likely to be targeted at the job description. I.e. identifying key topics relevant to role, and indicating marks for those topics. May include links to example work on those topics.	In reverse chronological order, listing degree, A-levels and GCSEs or equivalent. Grades will be given, and breakdown of degree that is likely to be targeted at the job description. I.e. identifying key topics relevant to role, and indicating marks for those topics.	In reverse chronological order, listing degree, A-levels and GCSEs or equivalent. Grades will be given, and breakdown of degree that is unlikely to be targeted at the job description, i.e. just listing modules (not including any module codes).	In reverse chronological order, listing degree, A-levels and GCSEs or equivalent. Grades will be given, and may give brief breakdown of degree that is unlikely to be targeted at the job description. Module codes may be given	In reverse chronological order, listing degree, A-levels and GCSEs or equivalent. Grades will be given, but no breakdown of degree, or only module codes given. If given predicted grade for degree, it won't be clear if this is justifiable based on progress so far.	Not in reverse chronological order, limited breakdown or details for qualifications. May not give grades achieved, or details of awarding institutions.	Not in reverse chronological order, no breakdown or details for qualifications.	No Education listed on CV	Education 20%
Experience Voluntary/paid 10%	In reverse chronological order, brief breakdown or details for work experience, focusing on skills developed, particularly those relevant to job description. Provides all of the following; date period, employer details, indication of full/part-time, job title, voluntary/paid, roles & responsibilities, and experience gained. English is flawless, and is very clearly presented making it easy to scan.	In reverse chronological order, brief breakdown or details for work experience, focusing on skills developed. Includes all of the following; date period, employer details, indication of full/part-time, job title, voluntary/paid, roles & responsibilities, and experience gained. Excellent quality written English, well presented and easy to scan.	In reverse chronological order, brief breakdown or details for work experience, focusing on skills developed. Includes all of the following; date period, employer details, indication of full/part-time, job title, voluntary/paid, roles & responsibilities, and experience gained. Good quality written English, well presented and relatively easy to scan.	In reverse chronological order, detailed breakdown or details for work experience. Gives all of the following; date period, employer details, indication of full/part-time, job title, voluntary/paid, roles & responsibilities, and experience gained. Good quality written English	In reverse chronological order, brief breakdown or details for work experience. Should give all of the following; date period, employer details, indication of full/part-time, job title, voluntary/paid, roles & responsibilities, and experience gained.	In reverse chronological order, brief breakdown or details for work experience. May not give all of the following; date period, employer details, indication of full/part-time, job title, voluntary/paid, roles & responsibilities, and experience gained. Grammar likely to be weak in places.	Not in reverse chronological order, limited breakdown or details for work experience. May not give many of the following; date period, employer details, indication of full/part-time, job title, voluntary/paid, roles & responsibilities, and experience gained. Written English is likely to be poor.	Not in reverse chronological order, no breakdown or details for work experience.	No work experience indicated on CV	Experience Voluntary/paid 10%
Other 10% Additional Info, Referees, Interests/hobbies Contact details	Two or more detailed references given, at least one of whom is an academic in the department. Good description of hobbies and interests, tuned towards job. Include personal contact details, with link to up-to-date professional web pages/profiles, e.g. linkedIn. Provide links to example work relevant to job description	Two or more detailed references given, at least one of whom is an academic in the department. Good description of hobbies and interests, tuned towards job. Include personal contact details, possibly with link to web pages/profiles, e.g. linkedIn. Provide links to example work relevant to job description	Two or more detailed references given, at least one of whom is an academic in the department. Good description of hobbies and interests, tuned towards job. Include personal contact details, possibly with link to web pages/profiles, e.g. linkedIn.	Two or more references given, at least one of whom is an academic in the department. Appropriate description of hobbies and interests. Include personal contact details.	Two references given with appropriate contact details. Short description of hobbies and interests. Include personal contact details.	May have 1 reference, but likely to be missing key contact details. Limited description of hobbies, and not described well. Include basic personal contact details.	No references included, limited additional information	No references and next to no additional information	No references or other information provided	Other 10% Additional Info, Referees, Interests/hobbies Contact details
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